

**GR Participatory Budget Team
Meeting Agenda
Virtual MS Teams
3:00 to 5:00pm
August 19, 2021**

Steering Committee Present:

Doug Booth, Kenneth Hoskins, Lisa Knight, Mallory Patterson, Michael Scholten, LaKiya Thompson , Adnoris (Bo) Torres

City Staff Present: Asante Cain, Lou Canfield, Gricelda Estrada, Doug Matthews, Laura Olson, Sharra Pencil

Absent: Kristian Grant, Dotti Clune (resigned)

1) Welcome

Doug M: In our commitment to transparency and given our circumstances in Kent County, I'm wondering if collectively we make the decision that these meetings stay on teams both for the purposes of keeping everybody safe. Also because from a practical standpoint it is a lot easier to make this public if we are online than if we are in a public facility.

FEEDBACK:

Pastor Hoskins: I would be in favor, I'm on the Kent Count taskforce for COVID-19. To keep everyone safe and transparent, I would be in favor of that.

Bo: Can we have an archival system, these would be release the day after the meeting, so people have a week to review and submit questions.

Doug M: So not necessarily going live but having the proceedings and then posting the recordings. What do you think?

Lisa K: We are talking about putting this out to the public. How are we making sure this information gets to the most people in the different vehicles necessary, it is just a small, curated group that go on to the City website to watch the videos. To Pastor Hoskins' point, we are not even in school a week or two weeks after that we'll see where we are really at. Will shift things a bit as we implement or gather information, will need to be more creative.

Doug M: There was talk of having a landing PB GR Page; that can be prominent on the webpage, so there is defined place where you go. That is something that we can do, build a link to all minutes and proceeding. QUESTION: The question is are we going live or Memorex?

Michael: We want effective transparency and just posting meetings will not be enough. Think about how we get that information out to people. If there isn't a requirement for open meetings for us to be broadcast, it's much more important, at the different phases to say this is what is taking place, the decisions being made.

Doug B: To me is a "Yes, and" our Purpose that we agreed upon, we have a responsibility to have as much as a transparent process as we can. I think we should be live, there should be recordings available after the fact. Those 5 people that watch the videos might go report to the associations. I think it should be live and blast it everywhere, City website, Facebook, etc.

Doug M: QUESTION: Do we need to have Public Participation in the meetings?

Lisa K: Goes back to those guiding principles, I think all of it needs to be butt naked about everything that we are doing, somethings might not apply to people, but they can make the decision on what's what. The Rulebook came about with how the community can be part of it.

Mallory: I'm all for every outlet possible; I think time is precious, people's capacity to sit through 2-hours every week or even the capacity to digest it all. If we don't digest it and make it comprehensible to the public we are not transparent at all.

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Doug M: Should we make some arrangements to have these conversations pushed out live and available. No public comment at this time?

FEEDBACK:

Bo: Being able to view the proceedings at a pace that is appropriate to the individual community member might be best. What is the type of engagement allowable, are we required to have it? If we have a public comment, what does that look like.

Doug M: You get to define all of it. There might be some stages where you publicize general comment period, but you don't have to necessarily do it for these conversations. Considering the constrains, it could become problematic because some of people might not make the most of your time.

Doug B: We can have public sessions later on, transparency doesn't mean they have to participate, just watch. Doug M: They can have asynchronous participation; we can provide other pathways to provide that feedback.

2) Rule Book Draft- Review and Discussion

Michael: LaKiya win the award for getting feedback to me. LaKiya and Lisa winners for feedback. We planned on sharing rulebook with Community and Commission for feedback. At each phase we need to go and ask does this phase describe transparency, and communication and public feedback appropriately, because I know they don't. We should take an action to vet each with our principles and goal in mind and make sure we are fulfilling these principles and goal.

FEEDBACK:

Doug M: That maybe, another thing I would like us to walk out with is Elected leadership and subcommittee leadership. What you are talking about is what a subcommittee could take and bring back. Hope we can start to build some autonomy and capacity with the group to just go and start doing this stuff; from a participatory standpoint for me to start moving back and your leadership takes over the discussion and decision making. That's where I'm hoping we are heading. QUESTION: Is everyone ok with that? Group: agreed. Michael, would you run us through the rulebook, huge props for jumping in and starting to put this together.

Michael: I hope it represents the work, I started with the NYC one because I thought it was pretty comprehensive and tweaked based on prior meetings. There are some edits and graphics needed to make it more interesting.

- I need the FOCUS Categories (Doug will drop into link)
- 1st Questions is from LaKiya: \$50,000 per project, that's 20 projects, that's a lot of projects. Is there a different limit? LaKiya or other, what sort of lower limits were you thinking about?

FEEDBACK:

LaKiya: No amount specified but wondering about smaller projects that could still be impactful. Guidance and assistance for proposals; aid someone with a grade idea but are either over or under bidding the cost. Thoughts to support on what to add.

Doug B: WE don't want to have significant projects just because they are not expensive. What happens if we don't spend all the money.

Michael: It's a guidance, each subcommittee can decide the amount. Project template would be helpful, so we can evaluate.

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- Allowing Age 13 and up-we can't make the application too complicated; might prevent people from participating.
- Not limited to capital improvements, so that can also be changed.

Lisa K: Maybe not taking everything out, maybe just change, these projects can include such things as local improvements, public libraries etc.

Oversight and Implementation

Michael: Pastor Hoskins and I thought the oversight of the Implementation, we thought it would be best given to local organizations.

Lisa K: "As ARP funding is not recurring...." If this is a one-time process, how are we turning this over to anybody?

Doug B: There are sections of the City where the Neighborhood associations don't have that strength. It's concerning to hand it over. That last sentence might need to be changed... so that if the neighborhood association is not the best,

Michael: "Neighborhood organizations" does not mean neighborhood association it just means organizations in the community so definition to be included. City will always be the fiduciary, and we'll turn the oversight over to other people. "TIMELINE .

LaKiya: How quickly can the City actually move to get these funds approved and be managed by these organizations.

Michael: Rule book can get approved by end of September

Lisa: Are we approving or Commission?

Michael: We are submitting the rule book to ward partners (organizations, City), ask for feedback,

LaKiya: Are we requesting funds for engagement process? Communication instructions.

Doug M: On the communication side, we have David on the line to help. Utilizing non-profit community organizations to assist with engagement and outreach, aligns with ARPA use of funds to

Lisa: If we use the funds are they coming out of our money or are they adding on.

Doug: I Can go back and ask for more, but it is to come out of the funding

LaKiya: If we use it for this, then don't really have one Million Dollars

Mallory: Question on timeline-if we are going to solicit help from non-profits, November & December are fundraising time, so make sure they have capacity. Or maybe moving to start of year.

Doug B: Nonprofit view, my October calendar is already filled out so.

Doug M: Point of reference, when we did our census outreach. We had a million dollars to get the word out. I can go back and ask can we get \$100,000 for outreach and engagement
Pastor Hoskins: Wasn't there an example that 400,000. I don't want to take away from the money that we were given.

Doug M: I will go back and ask about funds.

Michael: Get the word out to the organizations.

Lisa: There are other organizations other than community organization that are in the dirt and make have a deeper reach, such as churches.

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LaKiya: Agree, we are talking about a full ward. 3rd ward we don't have neighborhood associations anymore, but we have organizations doing good work in pockets, we'll need multiple organizations onboard to get the broader reach.

Michael: QUESTION/ACTION: Who do you think are the important points of contacts(organizations)? For example, for GRPS Garfield Park had been helpful with flyers and getting it to the community. ACTION: Let's figure out how we can get more details into the rulebook about this:

- a. Pre-Ranking Proposals on a Ward by Ward Basis:
 - i. What sort of Criteria
 - ii. Rating/Ranking
 - iii. Funding Eligibility
 - iv. Budget Delegates in each ward-transferring ideas into full proposal with support from City staff
 - v. Note: This could be a lot of work depending on the number of proposals

QUESTION: Is the City the Fiduciary on all these projects, non-capital programs then.

Doug M: Programmatic Proposals-Needs to focus on program concept and program outcomes, but not an intended recipient. Federal purchasing law. RFP can state: We want a non-profit partner to help us reach outcomes in this way; we could write into the RFP that we prefer a community-based fiduciary

Lisa K: This process could be very daunting. Need to know how to have that language in there. Have examples...

Doug M: There are a number of ways, we'll know best once we know what proposals come in. County did something like this; they gave blocks of funds to third parties that then took care of administration of the funds. You can create an RFP for an organization to do that, and they can design the process that meets more of those requirements rather than us piecing out each allocation for something. Once we get proposal, you may have several ideas around a concept, and we determine these are three parts of a whole rather than three wholes in it of themselves; let's see if we can get somebody to build a proposal around these three things. A big part of being part of this process is being comfortable in the gray space and not knowing; we won't know until we have proposal.

Michael: We'll do some trial runs.

Schedule

Michael: If we stay in the timeline, we are still ahead of that April 27th preliminary presentation.

- That April 27th date is what is holding us up. NYC did a get out the vote week, 9 days. We want to make voting accessible regardless of schedules. Who is offering voting? Results, and City Commission has to approve the process?
- Education phase being too short is the only concern.

LaKiya: Does PBP have a ranking tool; how much time it took for them to write the proposal before they were presented to community for a vote? Michael you mentioned that might take a long time. Does the City have a tool that we can use ?

Michael: Pg. 8 of PBP Manual -PBP time line Education (3 Months) Proposal Development (5-6 Months) GOTV (2 to 3 Months);

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Michael: How does it work section of Rules Book. Everything left in the document is what seemed to apply, it is all up for discussion.

BUDGET DELEGATES

Michael: How do we recruit them [budget delegates]?

Doug M: For clarification; from last time it was discussed whoever was leading the proposal development for that idea needs to be from the Ward, but other participants with particular expertise to help develop the proposal can be included.

Michael: Pastor Hoskins and I said that, but the group wanted to build capacity across the City. I think Bo that was your position. Bo: Yes, it was.

ELIGABILITY: 13 Years old

STIPENS:

Bo: 3 Delegates per Ward out of the 77 Precincts. We have 3/ward; 77 precincts that's 25 budget delegates with stipends tied into those positions. Put out that we need 3 people from each ward to be part of this delegation and divided up by where those precincts fall.

Michael: How many delegates do we need?

Doug M: This is a critical decision point for you all. Let's say every Ward gets 100 ideas; half of those meet the requirements to be considered; You all decide they all have merit and need to be developed. That's 150 projects that need to be scoped. That's going to take a lot of people and a lot of time. That is going to have a direct impact on the timeline. How far is the Steering Committee going to refine and prioritize those that go forward for proposal development; that will determine how many volunteers you will need to help work on this stuff and how long it is going to take to time get a realistic number attached to it.

Michael: So, with \$50K floor, you can have at most 20 projects or fewer if there are bigger projects. QUESTION to PBP: Will we 100 idea submissions or 100 to be evaluated? Does PBP have an idea of how many we can expect.

QUESTION: Do delegates receive a stipend?

Bo: For example, Herencia process for LCC submission for Murals proposals; it was after we included a monetary incentive that we got the bulk of the submissions. Having that will draw representation, but also want people to be compensated in a manner that is impactful. For the idea submission awarded \$1,000 for the 5 selected ideas and \$5,000 to the one chosen.

Doug M: Durham, delegates received \$200/month for time spent

DEVELOP Proposals Delegates Meeting Section of Rule Book

Michael: Delegates would be trained by City Staff. IMPORTANT DECISION ITEM: Metrics for how to evaluate proposal submission. I.E. Number of people impacted, long term benefit; Need; then we'll say this is the most important, next etc. so we can evaluate various. 2nd Does each ward determine their own criteria

DECISION: Each ward will determine their own criteria.

DECISION: Have the criteria in the rule book before its done.

DECISION: Determine number of proposals.

Ward Subcommittee will work with the City Staff to determine if proposals are eligible.

Every Project received those two actions {Criteria/Matrix Results & Eligibility}, and those results be made public

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Additional items: Delegates to attend Orientation, Sign conflict of interest statement; one or two trained facilitators (facilitators in rulebook are the steering committee members);
Doug B: Facilitators should be from a different ward, so there is not that vested interest.
Feedback: BO: I agree, takes away that self-interest, we are already a part of the process & understand it, we have facilitation experience, so it makes sense. The numbers mentioned included Budget delegates, they can do the work along with us.
Michael: I like that suggestion.

Demographic Committee

Michael: Trying to not sign us up for too much but understanding that we are already signed up and the more outside people we have the more difficult it will be. NY had a **Demographic Committee** intentionally have a particular demographic group project submitted from that demographic group.

FEEDBACK:

Doug B: The more vague and broad we are the more freedom we will have. Michael: Maybe say Steering Committee will oversee so we have the demographic breakdown for the ward. BO: Demographic Committees are a great idea, but how did they go about who they chose; the how.

Michael: I was thinking Spanish speaking ideas, same would go for youth, the ideas are evaluated by their own demographics. What do we think about bringing more people to evaluate because we don't understand the needs. Would like to note if there is a guiding principle.

Lisa K: The Guiding principles is what we would use to gage the inclusivity of the process and who is engaged in it. I think it should be listed, and the intentionality.

PROJECT EXPOS:

Michael: Like a public science fair, but that might not be possible with COVID. The Division corridor planning project, they had a space for poster and idea for people to interact with it.

FEEDBACK:

Doug B: Likes the idea if possible.

VOTING PROJECTS:

Doug B: Does it have to be paper? Can we do online voting and is there a platform; if so can you verify who is voting. Also, can we do rank choice voting. Michael: I was thinking for radical, I was thinking by income to elevate the voices of people's whose voices are currently not elevated.

Doug M: No, we can support both online and paper; however, it comes with a caveat. The only systems that allow for verification are reliant on voter registration, permanent home address; a number of factors that get problematic when you talk about this open of a process. The Question is : How far do you just trust? If you start weighing factors and you place trust in the voters to report accurately; there is folks that could claim that they are Black and aren't, they can claim a different income than they actually have. There is a certain amount of uncertainty that is just part of the process the more you open it up, and we have to talk those things through because we also want to keep it as simple as possible and as defensible as possible. To the basic question, we can do a combination of paper and online, we access to a couple of different systems that can support that type of activity. I have to go back about ranked voting, the challenge. For example, PB Sandford, has a limitation based on the allocation. All the

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projects have a certain amount of money assigned to them, and you can select until you don't have any money left; so you can do that, well you can't do that and rank choice. Because you'll end up more projects rising to the top than you have money available, and you'll have to go below the ranked choice to get the next one available that is fundable. Michael: Weighing by demographics, it's going to be difficult to engage everyone. It will probably be bias to get voting from those most engaged, the most available time, those most connected, most engaged and those are the ones already giving the most input; how do we adjust for that through the voting process. Doesn't have to be microtargeted here, but it can be under 25K under 50K, break it down like that. I think yea people are going to lie whatever, but it would be a good statement for what we are trying to achieve; something to think about.

LOCATION: We'll need some City input on number. BO, you mentioned there are 77 precincts, so 77 locations people can vote.

ABSENTEE Ballots: Doug M, can the City handle that? What about doing it entirely by mail?

FEEDBACK: Doug M: I guess, we could technically mail a ballot to anyone, it doesn't have the same restrictions on it as a regular ballot has, you are technically send a piece of paper to send back. Lisa

K: Keeping in mind how transient people are, what about a QR code that people could scan. If Mail, there is certain pockets of people that may do the mail and there is a whole lot of people that mail is not going to hit. Doug M: If you a mailing for every resident that could get up to 200 to 300 thousand-dollars with return mail.

TRANSLATION: Poll workers; translation, campaigning guidelines, tie breakers. This is so far out of my experience, we need to rely on the City to help with some or all of this. **FEEDBACK:** Lisa K: That would be helpful, because there is a lot on our plates right now. Doug M: I can find out from the Clerk's as far as what they might be able to offer.

3) Timeline Discussion

Took place through the rulebook discussion

4) Representation:

GROUP NOMINATED and APPRVOED: Lisa Knight, Adnoris (Bo) Torres and Doug Booth as steering committee representatives:

Doug M: Do you want to select individuals that would be available as representatives of the PB Steering Committee for things like: Media Calls, when I go to present Commission Updates, any of that work. It is important from a legitimacy standpoint it is important that it is not just a staff member that is reporting on what you are doing, but that there is a someone from the group that is doing that or available doing that or to address question they may have.

FEEDBACK: Lisa K: I am open to that if the group is. Doug M. Does that mean that you are open to being that if the group is? Lisa K: I was saying, I'm open to the *process*, however, I don't have a problem with that if that is something that we need to do. I do think they need to hear the voice along with your expertise in that space. It's important that they understand the concerns, ideas, thoughts, whatever that might be. I don't mind I can do that. Doug M: We have one self-nominee, Doug Booth, Lisa I do think that you would be great I would like it if we have a couple of people I could lean on. You wouldn't get unsolicited calls, but I could reach out as we get

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inquiries and say “ I have this are you OK if I send it your way.”. Lisa K: Yes, and I would like to nominate Adnoris Bo Torres.

Doug M: What do you say

BO. Bo: I’m good with that.

5) Nomination and Election of Officers

OFFICERS:

Doug M: I would like to have a representative of the group that I could work through things like the agenda with, if nothing else. We are getting to that inflection point where you all ought to be telling me what should be on the agenda.

GROUP NOMINATION: Michel S, nominated by Doug B, Bo, Pastor Hoskins. Michael Accepted.

Michael: I don’t want to lean in too much, I’m happy to help the mechanics go as long as other people are talking and as long as I can defer any of the comments to them.

Bo: is there anything that keeps us from have LaKiya and Michael as co-chairs. I’m nominating without having had heard from the two persons, but just the back and forth today, the communication today, taking that lead in the writing and producing recommendations is already working in a way that would be beneficial. LaKiya: I’m considering the amount of time that I have, and I don’t want to leave Michael out there on a limb by himself, but I think I can make it happen. Doug M: The last time I did this was with the Task Force on Elected Representation. They actually chose the same thing, they chose co-chairs because everyone’s requirements, workloads, everything fluctuates overtime and there were times when one had to step up and there were times when the other needed to step up. It worked well because on the staff side I always had one I could work through and with on what we were heading next. If the only thing we come out of today, is with co-chairs. I fine with that, that could be the next first step.

Doug M: Show of hands for those in favor of co-chairs Michael and LaKiya?

Lisa K: All in Favor

Doug M: Any opposed? [none] Well, there you go it’s decided.

Doug M: This has been a bit of a marathon working way thought the documents, and I don’t want to short the communications discussion. I think there is a little bit David and I can go back and work on based on the discussion related to the rule book. We might be able to come back with some draft work in two-weeks. With the idea that next week we’ll have PB in the room and do some focus work with them on the nuts and bolts of the planning. Does that sound fair? OK, I have to defer to our co-chairs who need to take a motion to adjourn.

LaKiya: Question for you Doug M, you mentioned that \$100K you would need to go back to Commission, do you think you will have an update on that by the next meeting?

Doug M: That is not something I need to go back to the Commission, that is something I can go back and talk to the manager about, absolutely (to the update by next time).